



Global Supply®
Your Reliable Government Source

U.S. General Services Administration

GSA Global Supply Ordering Guide

for the CONUS and OCONUS Customer

www.GSAglobalsupply.gsa.gov



Your Mission. Your Way



GSA Global Supply™ Makes It Easy to:

See it.

Buy it.

Get it.



GSA Global Supply™ is your reliable government source.

With more than 400,000 items to choose from, it's easy for you to find the products you need. Our worldwide coverage means you can count on GSA Global Supply whether you're located in Kansas City or Kabul. Consider a few key attributes of GSA Global Supply:

Attribute	GSA Global Supply	Alternatives
Payment options: government purchase card or AAC/DoDAAC	Yes	No
Easy delivery worldwide	Yes	No
Guaranteed compliance (FAR, AbilityOne, Exec. Orders)	Yes	No
One-stop shopping for office, tools, safety and more	Yes	No
Requisition-based ordering	Yes	No
Special Order capability	Yes	Some
Shipping included in display prices*	Yes	Some
Ordering Options (FEDSTRIP/MILSTRIP, Web, phone, fax, email, stores)	Yes	No

*Select items have a shipping fee, or zone pricing based on geography. Export orders have a nominal fee for additional documentation.

In the pages that follow, we'll provide the basic information you need to take advantage of this easy, comprehensive supply source. No matter what your mission is, GSA Global Supply can help you achieve it by making the supply chain work for you.

A photograph of three soldiers in military uniforms and helmets. The soldier in the foreground is wearing glasses and looking slightly to the side. The soldier in the middle is wearing sunglasses and looking forward. The soldier in the background is also wearing sunglasses and looking forward. They are all wearing green and brown camouflage uniforms and helmets with various attachments.

Payment Options

AAC/DoDAAC

The largest share of GSA Global Supply™ business occurs by military customers using a Department of Defense Activity Address Code (DODAAC) or its equivalent (RUC, etc.). The 6 character Activity Address Code (AAC) allows us to perform direct billing of a customer's account at the Treasury Department and makes for simple, hassle-free purchases. To request an AAC/DoDAAC, speak to your agency's point of contact or reach GSA at ordermgmt@gsa.gov or (800) 927-7622.

Customers using an AAC/DoDAAC can submit their requisition via DLA Transaction Services from any location worldwide. Those orders are conveyed electronically to GSA for processing and prompt shipment. Customers have the alternative of entering their orders online at www.GSAGlobalsupply.gsa.gov or www.gsaadvantage.gsa.gov or emailing a completed requisition form (DD 1348 or SF 344) to gsaglobalsupply@gsa.gov.

Using an AAC/DoDAAC is simple and provides a number of advantages:

- Worldwide logistics support from GSA Global Supply
- Automatic compliance (FAR, AbilityOne, etc.)
- No GSA spending limits
- Ability to "special order" items from GSA
- Obligation of funds occurs at order placement
- Flexibility to use the most convenient ordering method (FEDSTRIP/MILSTRIP, online, phone, fax, email or stores).

GSA SmartPay® Purchase Card

Every day, we handle thousands of transactions—and many of those are made using government purchase cards. Since we administer the GSA SmartPay purchase card program for the federal government, we're familiar with the cards and the simplicity they bring to routine purchases. Remember that even if you use a GSA SmartPay purchase card, your transaction with GSA Global Supply is still a simple requisition. FAR Section 8.4 does not apply to your purchases from GSA Global Supply. So if you have a card, you can use it with confidence from anywhere on the globe.



Ordering Options

Multiple ordering options mean you get to choose the most convenient method to submit your orders to GSA Global Supply™.

MILSTRIP/FEDSTRIP

Submit your requisition via DLA Transaction Services or online at www.GSAglobalsupply.gsa.gov, where you can complete an electronic version of the DD 1348-6 form (or SF 344). If you prefer the paper form, you can email a scanned version of the completed form to GSAglobalsupply@gsa.gov.

If you need a refresher on MILSTRIP/FEDSTRIP terminology, you can download, at www.gsa.gov/cmls, a copy of our FEDSTRIP Operating Guide for explanation of the various codes to be used. You can also request a free hard copy of that reference guide at www.gsa.gov/cmls, or by calling (817) 334-5215. The guide also contains instructions for handling returns, submitting STRIP orders online and other topics.

Note to AAC/DoDAAC Users

To strengthen management controls regarding customers' purchases, users of DoDAACs for telephone or online ordering must demonstrate supervisory approval. Users must provide an email address and telephone number for GSA to use when contacting the supervisor and requesting such approval. Once confirmed, approval is typically valid for six months and can be renewed.

For general questions or assistance with your AAC, please call GSA at (800) 927-7622.

Reminder

To ensure prompt processing of your GSA STRIP order, be sure to enter a GSA "Routing Identifier Code." Examples include: "GSA," "GG0" and "GSR."

OCONUS customers should also verify that they are using the correct Document Identifier Code. This would be A01 for NSN items (OCONUS) or A02 for part number items (CONUS or OCONUS).

Online

Visit www.GSAglobalsupply.gsa.gov to choose from more than 400,000 office supplies, tools, computer products, safety items and much more. Using this site allows you to:

- See continuously updated information on pricing and availability
- Compile a "shopping cart" and save it, share it with colleagues or send it to an approving official
- View status on a pending order
- View order history on prior orders and easily revise and resubmit a new order

GSA Global Supply™ vs. GSA Advantage!®: What's the Difference?

The table below offers a comparison of the GSA Global Supply and GSA Advantage! sites.

Attribute	GSA Global Supply	GSA Advantage!
URL	www.GSAGlobalsupply.gsa.gov	www.gsaadvantage.gsa.gov
Availability	24 hours/7 days	24 hours/7 days
Displays more than 400,000 Global Supply items	Yes	Yes
Accepts GSA SmartPay® purchase card	Yes	Yes
Accepts AAC/DoDAAC billing	Yes	Yes (for GSA Global Supply items) No (for Multiple Award Schedule items*)
Easy to search/find "green" items	Yes	Yes
Displays MAS items (15 million+)	No	Yes

* "GSA Global Supply" items" refers to products managed and billed by GSA Global Supply. "Multiple Award Schedule items" refers to products offered by commercial vendors holding a GSA Multiple Award Schedule contract. These vendors generally bill a customer's purchase card and cannot bill a customer via DoDAAC.

The two sites allow customers to use the same user ID and password. The GSA Global Supply site focuses on those products it manages and bills while GSA Advantage! facilitates comparison shopping between GSA and thousands of Multiple Award Schedule (MAS) vendors. Both provide identical pricing on GSA items so the choice is a matter of customer priorities (speed/simplicity vs. comparison shopping.)

DOD EMALL

The entire GSA Global Supply product line can be seen, and ordered, on the DOD EMALL site. However, customers must use their AAC/DoDAAC to purchase GSA items. The government purchase card is not valid for purchasing GSA items on EMALL.

Additional GSA Global Supply™ Ordering Options

Phone: Call (800) 525-8027 from 7:30 a.m. to 8:00 p.m. (ET) to place your order by phone. Our friendly staff can answer your questions and will provide you with an order number for tracking purposes.

Fax: Use a blank order form, available in the back of most GSA Global Supply catalogs, and fax it to (800) 856-7057. You will receive a fax confirmation of your order.

Email: Orders can be sent to gsaglobalsupply@gsa.gov. Be sure to include the relevant billing and shipping information along with your order.

GSA Global Supply's Special Order Program (SOP) provides comprehensive assisted acquisition services to military and civilian customers for products not available through the GSA Global Supply catalog or website. We manage the entire process from planning, soliciting and evaluating offers, to awarding and administering contracts, through closeout. In addition to comprehensive acquisition management, we also provide discrepancy resolution and transportation coordination. Payment options include MILSTRIP/FEDSTRIP and Military Interdepartmental Purchase Request (MIPR). To contact our Special Order Program Support Center, please call (855) 809-6044 (7:30 a.m. – 8 p.m., Eastern Time) or email SpecialOrderProgram@gsa.gov. To learn more visit www.gsa.gov/specialorderprogram.

Special Orders





OCONUS Support

The name of our program, GSA Global Supply™, was chosen very intentionally. It underlines our commitment to worldwide support and we work hard to make that support effective for our customers. Whether you have an extended assignment at an embassy in Africa or a temporary deployment to Afghanistan, we aim to serve your needs.

Our domestic distribution centers routinely ship goods worldwide. We work closely with USTRANSCOM and the Military Surface Deployment and Distribution Command (SDDC) regularly and closely coordinate our shipments with DoD's consolidation points. We value these partnerships and have worked closely with our military colleagues on a variety of logistics topics, including shipping to Afghanistan via the Northern Distribution Network.

GSA Global Supply Stores

GSA Global Supply™ has four walk-in stores located in Alaska, California and Hawaii (2). GSA Global Supply Stores typically carry 1,000 to 5,000 items. If a needed item is not on the shelf, store personnel can place a special order for the product. The stores accept the GSA SmartPay® purchase card or AAC/DoDAAC as valid forms of payment.

California

GSA Access Green Store
450 Golden Gate Avenue
1st Floor, Room 5381
San Francisco, CA 94102
P: 415-522-4110
F: 415-522-4887

Alaska

GSA Global Supply Store
5250 Gibson Avenue, Bay 4
Elmendorf AFB, AK 99506-4430
P: (907) 271-3640; DSN 465-1416
F: (800) 660-3833
alaska.GSAglobalsupply@gsa.gov

Hawaii

GSA Global Supply Store
Joint Base Pearl Harbor Hickam (JBPHH)
Building 1725
530 Kuntz Avenue
Honolulu, HI 96818
P: 808-448-8937, DSN 448-8937
F: 808-449-1835
hickam.GSAglobalsupply@gsa.gov

GSA Global Supply Store
2069 Humphreys Road
Schofield Barracks
Wahiawa, HI 96786-5104
P: 808-655-0280
F: 808-655-0452

PACRIM Partnerships: Japan

GSA Global Supply also provides inventory to a variety of retail stores operated by the military, both in the U.S. and around the world. We provide the inventory and arrange for replenishment while the host military service provides facilities and staff. In some cases, vendor partners assist with stocking store shelves. OCONUS locations of these stores include Japan, South Korea and Germany. Since store access may vary due to the host service's security policy, contact the store to verify your status.

U.S. Air Base - Misawa

Unit 5014, Building 1334
35 Logistics Readiness Squadron
1-Chrome, Hirahata, Misawa City
Aomori-Prefecture, Japan 033-0001 (JP)
Phone: DSN 226-4150 or Commercial: 81-176-77-4150
Fax: DSN 226-3859 or Commercial: 81-3117-66-3859

U.S. Air Base - Yokota

Unit 5234, Building 924
374 Logistics Readiness Squadron
Fussa-City, Tokyo Prefecture, Japan 197-0001 (JP)
Phone: DSN 225-7589 or 225-8723 or
Commercial: 81-3117-55-7589 or 8723
Fax: DSN 225-2533 or Commercial: 81-3117-55-2533

U.S. Air Base - Kadena

Unit 5257 Building 792
18 Logistics Readiness Squadron
Kadena-Cho, Okinawa-Prefecture, Japan 904-0200 (JP)
Kadena AB, Okinawa Japan
Phone: DSN 634-2224 or 634-3291 or
Commercial: 81-611-634-3291
Fax: DSN 632-2998 or Commercial: 81-6117-32-8534

U.S. Naval Base - Yokosuka (Not a Walk-in Store)

Fleet Industrial Supply Center - Yokosuka
Building 39-A, Room 222
Honcho 1 Chome, 1 Ban
Kanagawa-Prefecture
Yokosuka - shi, Japan 238-0001 (JP)
Phone: DSN 243-6427 or Commercial: 81-46-816-6427
Fax: DSN 243-7617 or Commercial: 81-46-816-7617

U.S. Army Garrison - Camp Zama

North Camp, Building 360
Department of Logistics - 17th Supply Area Support Group
Zainichi-Ben-Rikugun
Kanagawa-Prefecture 228-0027 (JP)
Phone: DSN 263-3801 or 263-4344 or
Commercial: 81-464-07-3801
Fax: DSN 263-5501 or Commercial: 81-3117-63-5501

U.S. Marine Corps Air Station - Iwakuni

GSA Global Supply™
Building 1007, Bay 701
Misumi-Machi, Iwakuni-Shi
Yamaguchi-Ken Prefecture, SW Honshu 740-0025 (JP)
MCAS Iwakuni, Japan
Phone: DSN 253-5906 or Commercial: 81-827-79-5906
Fax: DSN 253-5909 or Commercial: 81-827-79-5909

Marine Corps Base - Camp Butler

Unit 5001, Building 5973
Chatan-cho, Okinawa-Prefecture 901-2300 (JP)
Okinawa Ryukyu, Japan
USMC Camp Butler, Okinawa Japan
Phone: DSN 645-7577 or Commercial: 011-81-6117-45-7577
Fax: DSN 645-1133 or Commercial: 011-81-6117-45-1133

PACRIM Partnerships: Korea

U.S. Air Base - Osan

Unit 2078, Building 837
51 Logistics Readiness Squadron
Pyeongtaek, (ROK), Korea 459-122 (ROK)
Osan AB, Korea
Phone: DSN 784-6635 or Commercial: 82-31-661-6635
Fax: DSN 784-8165 or Commercial: 82-333-661-8165

U.S. Air Base - Kunsan

Building 822
8 Logistics Readiness Squadron
Kunsan, (ROK) Korea 573-060 (KR)
Kunsan AB, Korea
Phone: DSN 782-4124 or Commercial: 82-063-470-4121
Fax: DSN 782-5264 or Commercial: 82-63-470-5264 or 7319

PACRIM Partnerships: Guam

GSA-Navy ServMart

Naval Base Guam
COMNAVMAR
Building 2116, Warehouse 2
Santa Rita, Guam 96915
Phone: Commercial 671-564-0527 or DSN 315-339-4222

GSA-Andersen ServMart

Andersen AFB, Guam
36 LRS/Base Service Store – 36
Building 18002, Unit 14006
Arc Light Drive
Yigo, Guam 96929
Phone: Commercial 671-366-4561 or
DSN 315-366-4561

PACRIM Partnerships: Singapore

U.S. Naval Base - Singapore (Not a Walk-in Store)

Fleet and Industrial Supply Ctr - Det Yokosuka
GSA Global Supply Mart #93
Singapore CRRC Program BLDG 74 ODE
PSA SEMBAWANG Deptford Road
Sembawang, Singapore SG
Phone: DSN 243-9158 or Commercial: 81-46-816-9158
Fax: DSN 243-8482 or Commercial: 81-46-816-8482



European Partnerships

Belgium

U.S. Army - Chievres

U.S. Army Hangar 3

Base Aerienne DeEta

7950 Chievres, Belgium

Phone: DSN 361-5343/5175 or Commercial: 32-68-27-5343

Germany

U.S. Army Mannheim

Spinelli Barracks, Building 1536

Am Aubuckel

68259 Mannheim, Germany

Phone: DSN 384-6809/6808 or Commercial: 49-621-730-6809

Fax: DSN 384-6802 or Commercial: 49-621-730-6802

U.S. Army - Stuttgart

Patch Barracks, Building 2317

Katzenbach Strasse

70569 Stuttgart/Vaihingen, Germany

Phone: DSN 430-5548 or Commercial: 49-711-680-5548

Fax: DSN 430-6645 or Commercial: 49-711-680-6645

U.S. Army - Baumholder

Smith Barracks, Building 8716

Aulenbacher Strasse

55774 Baumholder, Germany

Phone: DSN 485-7512 or Commercial: 49-6783-6-7512

Fax: DSN 485-6366 or Commercial: 49-6783-6-6366

U.S. Army - Kaiserslautern

Kaiserslautern Industrial Center, Building 2264

Mannheimer Strasse 209

67657 Kaiserslautern, Germany

Phone: DSN 483-8831/6343 or Commercial: 49-631-411-8831

Fax: DSN 483-7735 or Commercial: 49-631-411-7735

Netherlands

U.S. Army - Schinnen

U.S. Army Building 73

Nutherweg 60

5365 ER Schinnen, Netherlands

Phone: DSN 360-7750/7751 or Commercial: 31-46-443-7750

Fax: DSN 360-7373 or Commercial: 31-46-443-7373

England

RAF Lakenheath

48 Fighter Wing - Logistics Readiness Squadron

RAF Lakenheath, BLDG 1035

Brandon, Great Britain IP27 9PN

Phone: DSN 226-1332 or Commercial: 44-163-852-1332

Base Supply Stores in the United States

Authorized buyers can purchase supplies, using either the government purchase card or direct billing through an Activity Address Code (AAC or DoDAAC). ***Prior to visiting a store, customers should contact the store to verify access.***

USMC Base - Camp Lejeune

Lejeune First Choice ServMart

1606 Fir Street

Camp Lejeune, NC 28542-0007

Commercial: (910) 451-5163

Naval Air Depot, Jacksonville, FL FRCSE GSA Partnership Store

Building 101, Gate 1

Mezzanine 5

Jacksonville, FL 32212

Commercial: (904) 542-4091

Fax: (904) 542-4884

USMC Air Ground Combat Center - Twentynine Palms

GSA Global Supply™ Store

Building 1102

Twentynine Palms, CA 92278-8108

Commercial: (760) 830-1931 or DSN: 230-1931

Fax: (760) 830-4726

ServMart - Albany, GA

Marine Corps Logistics Base

814 Radford Boulevard

Warehouse 1330, Door 14

Albany, GA 31704

Phone: (229) 639-5876

USMC - Barstow, CA

Marine Corps Logistics Base

C Street Warehouse 8, Door 22 Shop Stores

Barstow, CA 92311-5050

Phone: (760) 577-6894

ServMart - Quantico, VA

Zeilin Road

Building 7

MCB Quantico, VA 22134-5109

Phone: (703) 784-4127

Customer support at the store level extends beyond the store shelves. Talk to the store manager if you need items that are not stocked locally. We can arrange for shipment from our distribution center, or help you by placing a special order.

To support our customers in remote locations, GSA has deployed field staff in Europe and the Pacific Rim. In 2010, we established a rotating presence in Afghanistan and subsequently added Kuwait and Qatar. These representatives can support you with regard to a GSA Global Supply™ order and can also help you navigate GSA Schedules or other program areas.

Afghanistan/Kuwait/Qatar

For current information on GSA representation in Afghanistan, visit www.gsa.gov/globalsupplyoconus.

Europe, Africa and the Middle East

Tom Meiron (thomas.meiron@gsa.gov)
Bradley Forrestel (bradley.forrestel@gsa.gov)
Paul Price (paul.price@gsa.gov)
Frankfurt, Germany
DSN 314-337-9000
Commercial 011-49-69-7535-7850

Guam

Brandy Untalan
Commercial (671) 472-7271
brandy.untalan@gsa.gov

Mainland Japan

Ken Swensen
DSN 225-9252
kenneth.swensen@gsa.gov or
kenneth.swensen@yokota.af.mil

Okinawa

Cynthia McKeague
DSN 634-3641
cynthia.mckeague@gsa.gov

Korea

Ronald Eisley
DSN 784-6515
ronald.eisley@gsa.gov

Current information on GSA's OCONUS staff is always available at www.gsa.gov/globalsupplyoconus.





Customer Service

No matter how you shop with GSA Global Supply, customer service is available to ensure your satisfaction. Our National Customer Service Center is available at (800) 525-8027, option 2 or DSN 465-1416 around the clock between Sunday night (9:00 p.m.) and Friday night (9:30) Eastern time. They can provide order status information or resolve any errors or problems with your GSA Global Supply order.

You can also reach our customer service team via NCSCcustomerservice@gsa.gov.

For GSA Global Supply catalogs, register and place an order at www.gsa.gov/cmls or by calling (817) 334-5215.

U.S. GENERAL SERVICES ADMINISTRATION

GSA CMLS
501 W FELIX ST STE 1101
WHS 9 SECTION F
FT WORTH TX 76115-3411

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Penalty for Private Use \$300

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